



Performance Development Plan Frequently Asked Questions

1. What is the Performance Development Plan?

This is a simple, quick, consistent, effective, and interactive communication tool between an employee and their supervisor to evaluate work performance and goals.

2. Is the Performance Development Plan another name for employee performance evaluation?

The Performance Development Plan was specifically designed to be a means of joint review of performance by employee and supervisor rather than simply a supervisor's evaluation tool. For example:

- There are no rating scales – It is recognizing that people do not fit in one specific box.
- It is not punitive – It is constructive feedback and dialogue.
- It does not tie to your pay/salary – It is tied to the benefit of performance and service success.
- It is not negative – It is positive; reinforcing strong performance and identifying areas of needed improvement can be done in a healthy manner.
- It is not one-sided – It is collaborative; both the employee and the supervisor have input.

3. Why is the city implementing a Performance Development Plan?

The Performance Development Plan achieves several goals:

- According to the follow-up diversity audit, employees want regular feedback on job performance. The Performance Development Plan provides formal, written feedback on job performance.
- It furthers communication between an employee and their supervisor with the ultimate goal of increasing the level of public service to the community.
- It is an empowerment and accountability tool.
- It furthers the city's mission to work with each other and the community to make Tempe the best place to live, work, and play.
- It enhances appreciation for Tempe's values of people, integrity, respect, openness, creativity, quality and diversity.

4. How is the Performance Development Plan (PDP) different from the Individual Development Plan (IDP)?

The Performance Development Plan is different from the Individual Development Plan in that:

- It will be ongoing; once each calendar year and mandatory follow-up within 6 months.
- Participation is required.
- It is more formalized than the Individual Development Plan.
- It is more collaborative—employee and supervisor driven.
- It replaces the Individual Development Plan.
- It focuses on work performance and learning goals.

5. Will my completed Performance Development Plan become part of my personnel file?

Yes, your completed Performance Development Plan will be filed with Human Resources in your personnel files and kept on file for three years. Your department may choose to keep a copy in the department's personnel files. Performance Development Plans may be referenced for promotional opportunities, but also in disciplinary actions.

6. My department already has an employee performance evaluation tool, do I have to complete the Performance Development Plan?

This is still to be determined.